

Subchapter A--Introduction

PART 301-1--APPLICABILITY

Sec.

- 301-1.2(c)(1) What is the definition of invitational travel?
- 301-1.2(c)(2) What travel allowances are invitational travelers entitled to receive?
- 301-1.2(c)(3) How can we ensure that invitational travelers follow the same rules that a NOAA employee follows?
- 301-1.2(c)(4) How are travelers noted as “invitational” on travel orders?
- 301-1.4 Are cost-reimbursable contractors or grantees eligible for invitational travel orders?

301-1.2(c)(1) What is the definition of invitational travel?

Invitational travel is travel paid in part or whole by NOAA of persons other than DOC employees, serving without pay, or at \$1 a year.
See FTR, Chapter 301-1.

301-1.2(c)(2) What travel allowances are invitational travelers entitled to receive?

Invitational travelers are held to the same rules and regulations as NOAA employees and are therefore entitled to the same travel allowances as NOAA employees, i.e., lodging and M&IE not to exceed the maximum. Invitational travelers are entitled to travel advances and are required to procure common carrier transportation through a servicing Travel Management Center.
See NTR, Chapter 301-51.1(e)(iii) - 301-51.1(e)(iv) for regulations regarding the issuance of travel advances for invitational travelers.

301-1.2(c)(3) How can we ensure that invitational travelers follow the same rules that a NOAA employee follows?

Officials authorizing invitational travel orders should ensure, at the time the invitation is extended, the traveler is aware that **all** of the travel arrangements are being made by NOAA. This is to prevent the invitational traveler from purchasing transportation with personal funds.

301-1.2(c)(4) How are travelers noted as “invitational” on travel orders?

“Invitational” is annotated in the title block of the travel order.

301-1.4 Are cost-reimbursable contractors or grantees eligible for invitational travel orders?

Travel orders cannot be issued to contractors who receive a fee for services rendered to NOAA. Travel orders cannot be issued to individuals who have received a grant, and are using the grant.